



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## **Library Trustees Minutes 10-06-2005**

Robbins Library Board of Trustees  
October 6, 2005

### Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

The minutes of the September 12, 2005 meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

### Director's Report

Ms. Loud received guidelines from the Town Manager's office regarding the FY07 budget. The narrative portion is due on October 19<sup>th</sup> and the financial section is due on November 2<sup>nd</sup>. Ms. Loud will e-mail the proposed budget to the members of the Board. Department heads were reminded that budget increases for the town will be capped at 4%. This amount could easily be taken up by health insurance cost increases, personnel raises and utility costs. Trustees held a brief discussion of increases to include in the proposal. After November 2<sup>nd</sup>, the department heads will meet with the Manager. His budget recommendation will be finalized in December.

### Fundraising

Ms. Ruderman distributed spreadsheets showing solicitation performance for FY2002-2005 for both individuals and businesses. Discussion took place about identifying potential donors in addition to soliciting previous donors. The business yield has been steadily going down FY02-05. Donor fatigue seems to be a problem, especially for small businesses. Also distributed was a draft of "Robbins Library Trustees Fundraising Plan/Responsibilities". The trustees believe that a fundraising budget amount should be associated with the fundraising plan. Attorney Marc Elfman is in the process of incorporation for the 501(C) (3). Ms. Ruderman feels that a development sub-committee of the trustees needs to be re-formed. Mr. Murphy, Ms. Deal and Ms. Fennelly agreed to serve with Ms. Ruderman. The idea of a memorial lecture series was again discussed. The Board of Selectmen will be contacted regarding their potential interest in co-sponsoring the project. Prospect management system software could identify cumulative giving. Ms. Ruderman suggested E-Tapestry, a package that could handle both membership management and fund management for the Board of Trustees and the Friends of the Library. This is a type of software known as ASP, Application Service Provider. It is a subscription database with a moderate learning curve. Ms. Diminture will check the software demo. The other possibility is a simple inexpensive database software package called FileMaker.

### Warrant Article – Reading Room

Ms. Loud will speak to the town counsel regarding a warrant article for the creation of a special fund to accept revenues from the

rental of the Reading Room for functions.

#### Space Needs Study

Ms. Loud will explore securing a consultant(s) to inexpensively study the library's space needs. Suggestions will also be taken from the library tours that staff are engaged in as part of the Customer Service project.

#### Friends of the Library Update

Ms. Diminture updated the Board on the status of the Friends' activities. The Friends' Town Day book sale was very successful, raising over \$6,000. Several new Friends' memberships were received that day. The Friends will be conducting a fundraiser with the Arlington Friends of the Drama. A benefit performance of Agatha Christie's "The Unexpected Guest" will take place on Thursday, January 26<sup>th</sup>. Tickets, which are now available, are \$25/person and include a wine and cheese reception. There will also be a 50/50 raffle. A member of the Friends' Board has expressed interest in heading up a program committee. When this committee is underway, a combined Friends/Trustee calendar will be devised.

#### Other

Ms. Muldoon met with the town's Trust Fund Management Committee. The group has been charged with developing a policy for the town. Ms. Muldoon will do a report of our funds, with a history, to be presented at the December meeting. Then, the trustees could develop their own policy to discuss with the town group.

Ms. Loud reviewed the upcoming Community Read activities for October and November. The last program will take place on January 30<sup>th</sup> when Michael Thompson will conduct a program on bullying, to be co-sponsored by the Arlington Education Co-Forum.

#### Adjournment

The meeting was adjourned at 9:40 PM on a motion by Ms. Fennelly; seconded by Ms. Radochia. The next meeting will take place on **November 15<sup>th</sup> at 7:15 PM**.

Respectfully submitted,

Cynthia Diminture